



DEPARTMENT OF THE ARMY
U.S. ARMY CONTRACTING AGENCY
HEADQUARTERS, NORTHERN REGION
11 BERNARD ROAD
FORT MONROE, VA 23651-1001

SFCA-NR

7 September 2004

MEMORANDUM FOR U.S. Army Contract Agency (ACA) Northern Region

SUBJECT: ACA NR Administrative Policy Letter A04-01, ACA NR Policy Letters

1. ACA NRHQ Administrative Policy Letters are statements of Director, ACA NR, policy that is applicable to the ACA Northern Region and/or NRHQ. These letters are used to provide statements of policy in areas of high level Northern Region emphasis that may or may not be covered in Army or ACA HQ publications, or concerning special interest areas, such as equal opportunity.
2. As part of orientation, all new personnel are required to read and become familiar with current ACA NR Administrative Policy Letters. The Letters are posted to the Army Knowledge Online (AKO) website, Community and Knowledge Center, ACA Northern Region link.
3. Administrative Policy Letters be issued by the Director, ACA NRHQ. The ACA NRHQ staff element with program or subject matter prepotency will prepare and staff letters, and submit for approval/signature of the Director, ACA NR.
 - a. Subject matter will be universal to the ACA NR organization, rather than applicable to one or two directorates/offices or divisions.
 - b. Letters will be prepared using the format reflected in this Letter. Font will be Arial, regular font, 12 pitch.
 - c. ACA NRHQ Administrative Support staff will assign and track Administrative Policy Letter numbers. A number will be assigned prior to submitting to the Director for approval/signature. Numbering of the Letters will be indicated by the letter "A" in the first position, followed by the fiscal year, followed by a hyphen and a sequential number (e.g., A03-01, A03-02, etc).
 - d. Letters will indicate applicability to all NR personnel, or NRHQ personnel only.
 - e. Letters will indicate the expiration date.

4. After signature by the Director, ACA NR, the NRHQ Administrative Support staff will post the Letter to the AKO ACA Northern Region Community and Knowledge Center, and send an e-mail to the NR leadership to advise of the posting. The ACA NR Administrative Support staff will maintain the original copy of the Letters.

5. This administrative policy applies to all personnel assigned to ACA NR.

6. This administrative policy remains in effect until rescinded or superceded.


JOANN LANGSTON, SES
Director
Army Contracting Agency
Northern Region